**Local and Growing, LLC - Site Privacy Policy**

Local and Growing, LLC (“we”, “us”, etc.) know that visitors to and users (“you”, “your”) of localandgrowing.com (“Site”) care about how information about them is used and shared. So we created this privacy policy (“Policy”) to demonstrate our commitment to your privacy. Please note that your use of the Site means you consent and accept the terms in this Policy, you agree that you have read and understand this Policy, and you accept and consent to the privacy practices and uses or disclosures of information about you that are described herein. This Policy, together with our Terms of Use, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

We may update our Policy periodically to reflect new uses, rules, regulations or technologies that impact your privacy. If there are changes or additions to this Policy, we will post those changes here or in other formats for you to review. Changes to this Policy will apply to the information collected from the date we post the revised Policy as well as to existing information held by us. If we change our information practices or this Policy in such a way that your personal information may be used or shared in a manner not described in the Policy at the time you provided it, you may provide us notice (see section below “Contact Us”) that you would not like your information used or shared in that new manner. However, your continued use of our Site will be deemed your agreement that your information may be used in accordance with the new policy and procedures. This Policy will be continuously assessed against new technologies and business practices. We recommend that you review our Policy on a routine basis to view any changes.

We have structured our Site so that you can visit it without identifying yourself or revealing any personal information. If you choose to provide us with information by which you can be identified you can be assured that it will only be used in accordance with this privacy policy. In order to deliver personalized and relevant information to you through our Site, we collect certain information from users.

**Disclaimer**

You understand that when you submit a request to participate in our services, including but not limited to, initial consultations, business advising, mentoring and personal coaching, you are signifying that you agree to the terms and conditions of our services outlined in the Terms and Conditions available at www.localandgrowing.com.

**Information we Collect**

The information that we receive about you depends on what you do when you visit our Site.

All submitted information is used only for the express purposes for which it is intended, and is not made available to any third party, unless we are required by law, by contract, or by grant requirements. We never collect information or create individual profiles for commercial marketing.

Additionally, we may collect the following information from our Site’s users:

* **Details of Site usage information:**We may collect this information to statistically analyze and track operational problems, to prevent fraud and to improve the effectiveness, security and integrity of the Site. This information does not identify you personally and we do not use this information to track or record information about individuals. For each page that you visit, we may collect and store only the following technical information:
	+ Date and time of access
	+ URL address of the Site or webpage visited
	+ Internet domain and IP address from which our Site was accessed
	+ Type of browser and operating system used to access our Site (if provided by the browser)
	+ URL address of the referring page (if provided by the browser)
	+ Completion or success status of the request for a webpage or other on-line item
	+ File size of the webpage visited

This information is only used to help us make the Site more useful for you. With this data, we learn about the number of visitors to our Site and the types of technology our visitors use. We do not, nor do third parties, track or record information about individuals and their visits. Some parts of our Site use cookies and other technologies to collect this information about your general internet usage.  See section below ‘How We Use Cookies” to learn more.

* **If you send a message or request additional information:** We receive your name, email address any other information that you provide in the text of your email request.

We use this information to respond to your request. Local & Growing, LLC will keep this information confidential, unless you agree to the sharing of such information in order to better aide in the growth of your business.

* **If you submit a testimonial or success story:**We receive your name, place of business and email address as well as the information that you submit (your testimonial or success story).

At our discretion, we may display on our site your testimonial or success story, including personal information that you provide as part of your testimonial submission.

**Use of your Personal Information**

The information we collect and store relating to you is primarily used to enable us to provide our services to you in the best manner possible.  We do not sell or rent your personal information to anyone for promotional or marketing purposes, nor do we share your personal information with anyone for their promotional or marketing use without your consent. However, we may share your information with our affiliates and SBA/SBA representatives and mentors if necessary as stated above.  In addition, we may use the information for the following purposes:

* To provide you with information and services you request, to tell you about other products and services, and to give you a customized interactive experience as you use our products.
* For support, to develop new features, and to improve the overall quality of our products and services.
* To show you a history of your activity, to provide you with statistics about you or your use of our product or service, or to provide you with a better user experience.
* To summarize information about you, in a way that does not identify you personally, and combine it with other information to understand how our products are used, to deliver products and services and to help us develop new products and services.
* To permit service companies to help provide you products and services; these service companies are not permitted to use your information for their own purposes.
* To permit SBA or other governing authorities/organizations to process your service request.

**Disclosing your Information**

Where applicable, we may disclose your personal information to any affiliated business entities or third parties necessary to provide services to you.  This includes, where applicable, any third parties involved in the administration and operation of our services. We occasionally hire other companies to provide limited services on our behalf, such as providing customer support, hosting Sites, or performing statistical analysis of our services. Those service providers will be permitted to obtain only the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using it for any other purpose than for delivering the service to us in accordance with our instructions and policies.

We may access or disclose information about you, including the content of your communications, in order to: (a) comply with the law or respond to lawful requests or legal process; (b) protect our rights or property or our web site users, including the enforcement of our policies governing your use of the services; (c) act on a good faith belief that such access or disclosure is necessary to protect the personal safety of other Site users or the public; (d) where we sell any or all of our business and/or our assets to a third party; (e) to fulfill contractual obligations; (f) to fulfill grant requirements; or (g) to provide your information to the SBA or other governing authorities/organizations.

**How we use Cookies**

As is standard practice on many Sites, the Site uses “cookies” and other technologies to help us understand which parts of our Site are the most popular, where our visitors are going, and how much time they spend there. "Cookies" enable you to access our site quickly and easily, and to help personalize your online experience (where applicable). It is a small text file that is placed on your hard disk by a webpage server. Cookies contain information that can later be read by a web server in the domain that issued the cookie to you. Cookies cannot be used to run programs or deliver viruses to your computer.

One of the primary purposes of cookies is to store your preferences and other information on your computer to save you time by eliminating the need to repeatedly enter the same information and to display your personalized content and appropriate advertising on your later visits to these sites. Please note that if you should choose to decline cookies, you may be unable to access particular parts of our Site.

If you would like to view a video without the use of persistent cookies, a link to download the video file is typically provided just below the video. Or, you can remove or block cookies by changing the settings of your browser. To learn more about how to disable cookies in your browser use the following hyperlink:

<http://www.us-cert.gov/reading_room/securing_browser/#how_to_secure>

**Information Security**

We protect the confidentiality and security of your personal information from loss, misuse, or unauthorized alteration or disclosure by using commercially suitable physical, electronic, and managerial safeguards, coupled with carefully developed security procedures. For example, we store the personal information you provide on computer systems with limited access, which are located in controlled facilities, and use firewalls to protect your information.  We cannot, however, ensure or warrant the security of any information you transmit to us through the Internet and you do so at your own risk.

For Site security purposes and to ensure that this service remains available to all users, this Site employs commercial software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Unauthorized attempts to upload information or change information on this Site are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

Regardless of the precautions taken by you or by us, “perfect security” does not exist on the Internet.  While we strive to protect your information by employing reasonable Internet security methods and practices, we cannot ensure the security of any information you transmit to us over an unsecured Internet connection, and transmission of such data is therefore entirely at your own risk.

**Third Party Links and Interaction**

Third-party Internet websites that can be accessed through this Site by links, contain information not under our control. Accordingly, we disclaim any responsibility for the content, products or services of any such third-party website or any website that links to our Site. We do not necessarily recommend, endorse or approve of the content of or information gathered by any such websites. Such links are provided on this Site solely for your convenience. Your connection to any such linked website is at your own risk.

Furthermore, if you provide any information to third-parties who operate these websites, you may be disclosing personal information and different rules may apply to the collection, use, or disclosure of personal information on these websites.  We encourage you to review third-party websites’ policies before revealing any personal information or other sensitive information.  We are not responsible for the privacy practices, terms of use or the content of any third-party websites.

**Users of Legal Age of Majority**

Because we care about the safety and privacy of children online, our Site is designed and intended only for those who have reached the age of majority (18 years of age).  By using our Site, you affirm that you are at least 18 years of age or older. We assure compliance with the Children's Online Privacy Protection Act of 1998 (COPPA) by not contacting or collecting personal information from children under 13. We do not intend to solicit information of any kind from children under 13.

No one under the age of 13 is authorized to submit any information, including personally identifying information, on our Site. Under no circumstances may anyone under age 13 use our Site. Parents or legal guardians of children under 13 cannot agree to these terms on their behalf.

**Contact Us**

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us.

**Local and Growing, LLC**

PO Box 118

Conway, MO 65632

417-355-8899

cassielewis@localandgrowing.com